

Job posting preview

Bulletin Number	12506BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	ACCOUNTANT III
Exam Number	R0648F
Filing Type	Standard
Filing Start Date	01/30/2015
Filing End Date	02/20/2015
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4187.82
Salary Maximum	5492.64
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<u>DEFINITION:</u> Performs responsible and highly complex professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation and control of financial records and fiscal revenue and expenditures forecasting. <u>CLASSIFICATION STANDARDS:</u> Positions allocable to this class work under the direction of a higher level accounting or administrative supervisor or manager. Employees in this class supervise accounting staff and/or perform highly complex responsible professional work in general accounting and related fiscal management areas in accordance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). Employees in this class must have a professional, comprehensive knowledge of the theories, practices, methods, and techniques of accounting and auditing; and organizational program practices, policies, and functions sufficient to analyze accounting systems, or to modify and adapt conventional accounting and analytical techniques to solve a variety of accounting or auditing problems. Essential Job Functions <ul style="list-style-type: none">• Supervises a section or unit of professional lower level accountants and other technical and clerical accounting staff engaged in the full range of accounting activities.• Reviews and performs a variety of the more difficult staff, systems, cost, revenue, and expenditure accounting assignments.• Advises and consults with management concerning the accounting and financial implications of existing and projected department activities.• Compiles and evaluates complex operating statements, final accounting of construction or other projects, and claims for reimbursement from other government agencies or private contractors.

- Reviews and prepares complex balance sheets, statements of income, fund balance statements, cost accounting reports, revenue and expenditure estimates, and other specialized financial reports.
- Compiles revenue and expenditure reports and prepares periodic financial statements of Federal and State grants for review.
- Participates in the formulation or modification of audit plans of grant operated agencies, business firms, charitable and nonprofit organizations or other government agencies.
- Conducts and oversees complex audits and writes summaries of findings and recommendations. Discusses audit findings with management and implements approved audit recommendations.
- Supervises and monitors the development of improvements in internal controls or accounting practices. May serve as the department Internal Control Certification Program (ICCP) coordinator.
- Serves as staff consultant to County departments and other government agencies in coordinating accounting procedures to ensure County accounting controls.
- Supervises or performs complex cost surveys, revenue and expenditure analysis, and accounting systems and procedural studies. Recommends and monitors implementation of complex systems and procedures.
- Analyzes and provides accounting procedural and technical recommendations on legislation affecting County and department accounting activities and recommends methods for implementing changes mandated by new legislation.

Requirements

MINIMUM REQUIREMENTS:

Completion of 21 semester or 32 quarter units of accounting in an accredited* college or university including at least two courses in advanced accounting subjects such as auditing, cost accounting, or governmental accounting.

AND

Two years of professional accounting or auditing experience at the level of Los Angeles County's class of Accountant II**, Accountant-Auditor*** or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Drivers License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

**Experience at the level of Los Angeles County's class of Accountant II is defined as performing a full range of professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation and control of financial records and fiscal revenue and expenditures forecasting.

***Experience at the level of Los Angeles County's class of Accountant-Auditor is defined as assisting in conducting management, performance, financial, and compliance audits and other studies of County departments and contract providers.

In order to receive credit for the required degree/coursework, certification, and/or license, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, and/or a legible copy of the official certificate and/or license at the time of filing or within 15 calendar days (or during the examination process) from the date of application filing.

Verification of Experience Letters (VOEL) will not be required. Experience performing duties

that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION.**

IMPORTANT NOTES:

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION**.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met. **APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE SELECTION REQUIREMENTS WHILE WORKING OUT-OF-CLASS WILL NOT BE PLACED ON WITHHOLD.**

Accreditation Information

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of:

- A Written Test that consists of both computerized and paper-and-pencil components covering reading comprehension; data analysis and decision making/mathematics; written expression; deductive reasoning; professional potential; achievement; independence; influence; confidence and optimism; and reliability **weighted 100%** .
- Applicants that have taken identical written tests for other exams within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.
 - This examination contains test parts that can be used in the future for new examinations. Upon application, your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.

Invitation letters may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.

Candidates will be notified of their test results by U.S. mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demandcandidates/index.php?action=showEntry&data=1444>

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies throughout the County of Los Angeles. Departmental eligible lists will be established upon request by departments having this class.

Eligibility Information

The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift

Day

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

Application and Filing Information

All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE only. Applications will not be accepted by mail, fax, or in person.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov>.

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

We must receive your online application by 5:00 p.m. (PST) on or before the last day of filing.

The Acceptance of your application depends on whether you have clearly shown that you meet the **MINIMUM REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Direct copies of class specifications and minimum or selection requirements as your description of duties will not be sufficient to meet requirements. If your application is incomplete it will be rejected. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Dolly Batungbacal

Department Contact Phone

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Department Contact Email

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ADA Coordinator Phone	adarequests@hr.lacounty.gov
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Administration Purchasing and Contracts Finance and Accounting
Job Type	Administrative Support